



DEPARTMENT OF THE NAVY

U.S. NAVAL AIR STATION  
PSC 812 BOX 1000  
FPO AE 09627-1000

NASSIGINST 11101.3  
HOUS

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NAS SIGONELLA INSTRUCTION 11101.3

Subj: ASSIGNMENT, UTILIZATION AND OCCUPANCY/TERMINATION OF  
MILITARY FAMILY HOUSING

Ref: (a) OPNAVINST 11101.13J  
(b) OPNAVINST 6000.1B  
(c) NASSIGINST 1754.2 (series)  
(d) CNI ltr 11103 Ser CNI/5504 of 19 Jan 05  
(e) CNO WASHINGTON DC R211412Z Jul 95  
(f) NASSIGINST 1754.5E  
(g) NASSIGINST 11101.4 (series)

Encl: (1) Procedures for Assignment and Utilization of MFH

1. Purpose. To provide policy and issue instructions implementing the provisions of references (a) through (f). This instruction is revised and should be reviewed in its entirety.

2. Cancellation. NASSIGINST 11101.2Z and 11101.6

3. Scope. This instruction governs the administration of Military Family Housing (MFH) controlled by Commanding Officer, U.S. Naval Air Station, Sigonella.

4. Authority/Responsibility. NASSIG is responsible for the administration, assignment, utilization, and operation of MFH in the NASSIG Area of Responsibility (AOR). Specific assignment and utilization procedures for MFH are set forth in enclosure (1). Occupancy regulations governing MFH are provided in reference (g), the handbook for MFH residents.

5. Policy. Accompanied personnel stationed within the NASSIG AOR will be assigned to MFH unless housing units are not available for which the member is eligible. Based on DoD guidelines, the Chief of Naval Operations (CNO) established policy for the designation, assignment and utilization of MFH throughout the Navy in references (a) through (f). Consistent with these references, it is the policy of NASSIG in administering MFH in the NASSIG AOR to:



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a. Provide equal opportunity for assignment to MFH by eligible personnel.

b. Not discriminate because of race, color, religion, national origin, gender, or disability.

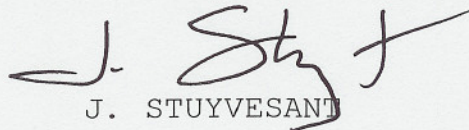
c. Make assignments as quickly as possible to realize maximum benefit to MFH and to minimize costs attributable to change of occupancy and temporary living quarters. Assignments to MFH should only be made when a service member has six months or more remaining on the current tour of duty.

d. Establish bedroom entitlement based on family size and composition.

e. Establish proper application control date.

f. Provide the best possible information to applicants concerning quarters availability and estimated waiting times prior to, or upon arrival to Sigonella.

6. Procedures. References (a) through (g) define terms and specify procedures to be followed in designation, assignment, retention, termination, and utilization of MFH. Enclosure (1) contains information and procedures for the administration of MFH under the management control of NASSIG.

  
J. STUYVESANT

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Lists I & II



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PROCEDURES FOR ASSIGNMENT AND UTILIZATION OF MFH

1. Adequate Public Quarters. All MFH under the management control of NASSIG has been designated by the Secretary of the Navy as adequate public quarters. Overseas Housing Allowance (OHA) is forfeited by personnel assigned to housing.

2. Eligibility

a. Military personnel and the Director, Red Cross, with accompanying bona fide family members, in paygrades E-1 and above are eligible for MFH. Accompanied bona fide family members are considered to be those family members with command sponsorship who have received dependency status approval and who will reside with the sponsor for nine consecutive months or more each year.

b. To be eligible for MFH, a married or unmarried member of the uniformed services must have a command sponsored family member, as defined in reference (c), who will reside with him/her.

c. When both husband and wife are members of the Uniformed Services with no other bona fide family members and are stationed or homeported at NASSIG, they will be assigned in accordance with the local assignment policy. If one member is enlisted and one is officer, assignment will be made to officer housing. When assigned to MFH, neither member is entitled to OHA.

d. Single Parent Service Member - An individual service member who is unmarried, divorced, separated or widowed, and is accompanied by bona fide family member(s) as defined in paragraph 2.b., is eligible for assignment to MFH. Divorced or separated members must have legal and physical custody of bona fide family member(s) for nine consecutive months or more per year. A single parent who requires a live-in childcare provider must submit a written request. Normally, such requests are approved only in cases involving service members attached to deployable commands or those with very unusual work hours that would make routinely available child care impractical or other unique circumstances. Written requests should be endorsed by member's chain-of-command and addressed to CO NASSIG.



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e. Single Pregnant Service Member - Unmarried pregnant service members may apply and be placed on the waiting list for MFH upon certification of pregnancy, but will not be assigned until the third trimester of pregnancy. In accordance with reference (c), command sponsorship must be requested for the child at birth.

3. Assignment Criteria. The following guidelines as set forth in reference (a) will be used in assigning personnel to MFH:

a. Billet Quarters - Quarters set aside for assignment to the incumbent of a specific billet. Per reference (d), billet quarters are designated by CO NASSIG. Assignments are made per reference (a).

b. Key and Essential Personnel - Incumbents of key and essential billets designated by NASSIG per reference (d) will be assigned to quarters without regard to the waiting list.

4. Bedroom Entitlement

a. The number of bedrooms a service member is entitled to is based on the following concepts:

(1) No child will share a bedroom with the parent(s).

(2) No child six years of age and older will share a bedroom with another child of the opposite sex.

(3) Married bona fide family members will be assigned one bedroom.

Number of Bona Fide Family Members (Excluding Spouse)	Number of Bedrooms
None	2
One	2
Two	3
Three or more	4

NOTE: Where a live-in childcare provider has been authorized in writing, one additional bedroom over the number required by family size and composition may be allowed.



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b. A sponsor may elect to be placed on a waiting list for housing with one or two bedrooms less than that for which he/she is qualified, provided such housing exists within the category of housing for which he/she is eligible and family composition is such that the lesser accommodations meet the above requirements. If the sponsor elects to accept lesser accommodations after the original request for quarters, the new control date for placement on the waiting list will be the date of the most recent request. Personnel accepting assignment to smaller quarters than eligible for will not be permitted to reapply for larger quarters at a later date unless their current family composition changes and available housing inventory permits.

c. Only command sponsored bona fide family members are considered when assigning MFH assets, either in regard to overall house size or the number of bedrooms made available.

d. A bona fide family member/wife who is pregnant may be claimed as two dependents for the purpose of placement on a waiting list.

#### 5. Application for Quarters

a. Application for MFH will be made on Form DD-1746. Applications for quarters controlled by NASSIG should be submitted to the Housing Office.

b. Applications may be submitted at any time following receipt of Permanent Change of Station (PCS) orders, or notification of change of homeport. A copy of orders showing detachment date and approval for accompanying dependents must accompany applications. Additional required certification document is NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Page 2).

c. The control date for placement on the waiting list will be the member's date of detachment from last permanent duty station. The applicant must confirm his/her advance application within five calendar days of reporting to obtain the detachment date as the control date.



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6. Operation of Waiting Lists

a. A Housing Assignment List is maintained for each housing designation (enlisted, senior enlisted and officer) and number of bedrooms (two, three and four) as housing inventory permits.

b. The relative position of the top ten percent of personnel on each waiting list will be stabilized and not altered by placing new arrivals within the top ten percent regardless of rank/rate or duty assignment, except in the case of designated billet quarters or special priority assignments.

c. One deferral, for a period normally not to exceed one year, will be permitted for such reason as family not in area, or other reasons that constitute a hardship. If deferred, the service member is required to update their application whenever there is a change in family composition, rank or projected rotation date. Failure to do this could result in delay of assignment to quarters.

7. Criteria for Relocation after Assignment

a. Resident requests to relocate from government quarters into economy housing will not be approved.

b. Once an applicant has been assigned to the quarters of his or her choice, he/she will not be permitted to request placement on a waiting list for transfer to other government quarters unless the following circumstances exist:

(1) Upon promotion to E-7, may apply for Senior Enlisted Quarters. Relocation is at member's option and member's expense.

(2) Upon promotion from enlisted to officer rank. Relocation is mandatory and would be at government expense.

(3) Upon change in family composition affecting size of unit for which qualified. Relocation is at member's option and member's expense.



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c. All applicants meeting the eligibility requirements for relocation must complete a new housing application and submit it with a copy of orders and verification of bona fide family members. Application control date will be the date of new application. The waiting time will depend on availability of applied for quarters. Relocation is not immediate; however, enlisted personnel promoted to the officer corps will be placed below the top ten percent of the appropriate waiting list.

d. Applicants requesting reassignment of quarters will be required to pass an unannounced housekeeping inspection. Failure to pass a housekeeping inspection will result in cancellation of the reassignment application. Applicants will not be permitted to reapply unless they are requesting reassignment based on a change in family composition. However, re-application may not be made for six months following the failed housekeeping inspection. When an applicant again requests reassignment, another housekeeping inspection will be required. If the inspection is failed, the application will be canceled and the applicant will not be permitted to reapply.

e. An applicant will normally be allowed five calendar days to relocate from one set of quarters to another.

f. Relocations at the request of a resident will be at his/her own expense. An exception to this policy will be approved when enlisted personnel are promoted to the officer corps and will then be moved at government expense. In all cases, service members must have six months duty remaining within NASSIG AOR.

#### 8. Selection Procedures

a. When an applicant reaches the top of the waiting list, he/she will be assigned to the next available unit. Wherever possible, the applicant will be offered the choice of two units at the same time, with the option to select either of the two units offered. If only one unit is available, the applicant will be assigned to the available unit. The applicant will be given the address or addresses of the unit or units. If two units are offered, the applicant must contact the Housing Office within 24-hours after the offer to accept one of the offered units. Failure to contact this office within the 24-hour period will result in assignment to the first available unit on the list.



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b. There is no guarantee the applicant will be able to see the inside of the offered unit(s). The name and telephone number, if any, of the current resident of a home will be provided only if the current resident grants permission to do so. Regardless, the applicant will still be assigned as outlined above. Personnel will be provided with the move-in date, based on the unit availability date. All efforts will be made to expedite the move-in date to match the availability date. The applicant will be required to occupy the military home on the move-in date and OHA will be forfeited on that date.

9. Movement of Household Goods

a. Movement of household goods within the NASSIG AOR at government expense will be authorized by NASSIG when PCS orders do not cover entitlement in the following situations:

(1) Upon initial assignment to MFH when moving from economy housing into government quarters, if the initial move into economy housing was due to non-availability of MFH.

(2) When directed, in the interest of the government, to move from one housing unit to another.

(3) Upon termination of assignment of government quarters, when determined to be in the interest of the government.

b. If a member vacates quarters following approval from CO NASSIG due to extenuating circumstances, and later requests reassignment to government quarters, the move will be at the expense of the service member.

10. Storage of Household Goods. You are entitled to place items in non-temporary storage (NTS) upon assignment to Government or Government controlled quarters. You have fifteen (15) calendar days from the date of delivery of personal property, to identify excess items and request NTS. The Personal Property Shipping Office must certify items that cannot be accommodated by government quarters as excess to quarters prior to scheduling a one-time-only pickup. All requests for non-temporary storage must be directed to the Personal Property Office at 624-5759.



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11. Termination of Assignment to MFH. Eligibility for MFH ceases immediately under the following circumstances:

a. When NASSIG AOR ceases to be the area of the member's permanent duty station.

b. When the sponsor is relieved from active duty, separated from the service, transferred to the Fleet Reserve, retired or transferred to the Temporary Disability Retired List. Personnel desiring to remain in quarters beyond their separation date must request an extension 30 days prior to separation from the service. See paragraph 12.b. below.

c. Death of sponsor or sole bona fide family member. Reference (e) permits the housing authority to authorize family members to remain in quarters for up to 180 days after the death of the military sponsor. No rental fee will be charged for a period of 180 days. After that period rental rates equal to BAH or fair market value will be charged. Requests for extension must be submitted in writing via the former command of the deceased military sponsor. Commands may submit requests for extension on behalf of the family members. Written requests should be addressed to CO NASSIG.

d. When all bona fide family members leave for more than 90 consecutive days.

e. When sponsor and bona fide family members are to be absent from quarters for more than 20 weeks.

f. When bona fide family members no longer reside permanently with the member or vice versa for any reason including voluntary separation, legal divorce, legal separation or court order. An exception to policy will be approved if the sponsor retains legal custody of bona fide family member (children) and they reside with the member for nine consecutive months per year.

g. When the sponsor, in an act of apparent abandonment and as a result of his/her own voluntary action, ceases to reside personally in quarters.

h. When the sponsor has been officially declared a deserter.



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i. Unacceptable or wanton behavior of the sponsor, spouse or any bona fide family members or guests as determined by CO NASSIG, that is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Government. Unacceptable behavior would include serious or repeated violations of MFH rules or misconduct.

j. Unacceptable care or destruction of the housing unit assigned or related property and landscaping as determined by the CO NASSIG.

k. When required to preserve military discipline as determined by the CO NASSIG.

l. When a service member receives authorization for early return of dependents in accordance with reference (f), the service member will be required to terminate the assignment to quarters within five calendar days of family member(s) departure.

m. If a service member or any bona fide family member becomes involved with gangs as gang members, or in "gang related" activities; if service member or his/her bona fide family members or guests use or sell drugs; or any violence/disturbance occurs where a weapon is present.

n. When the service member or his/her family members are found to be maintaining unregistered weapons in their quarters.

Note: In cases involving PCS or retirement/discharge, a full 30-day written notice of intent to vacate is required.

## 12. Extensions of Occupancy in MFH

a. Upon request, extensions of occupancy may be granted under certain circumstances as provided by reference (a).

b. Personnel separating routinely or under the Voluntary Separation Incentive (VSI) or Special Separation Benefits (SSB) programs may request short extensions after separation due to hardship. These requests will be considered on a case-by-case basis. Extensions in billeted quarters will not normally be considered. No extension will be automatic and must be



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submitted in writing. For all cases where an extension has been approved, rent in an amount equivalent to BAH will be charged. Requests for extension must be submitted and approved prior to date of separation. Written requests should be endorsed by the member's chain-of-command and addressed to CO NASSIG.

c. A copy of transfer orders will be required where applicable. A housekeeping inspection must be successfully completed before approval of extension.

13. Exceptions

a. Exceptional cases not covered in this instruction will be given individual consideration. Special requests shall be submitted via the service member's Commanding Officer and should be addressed to CO NASSIG.

b. Requests for policy exceptions based on medical conditions must include supporting documentation from the attending physician. Requests based on financial difficulties must include a financial statement. In most cases, both may be required.

MAILING ADDRESSES:

Commanding Officer:  
Commanding Officer  
U. S. Naval Air Station, Sigonella  
PSC 812 BOX 1000  
FPO AE 09627-1000

Housing Office:  
Commanding Officer  
U.S. Naval Air Station, Sigonella  
Housing Department  
PSC 812 BOX 2740  
FPO AE 09627-2740